 VILLANOVA UNIVERSITY	Title: Villanova University Child Abuse Reporting Policy	
	University Division/Department: University Compliance Office	
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I. PURPOSE


This Policy is designed to educate Villanova University community members regarding the requirements under Pennsylvania law for reporting suspected cases of child abuse. This Policy explains under what circumstances suspected child abuse must be reported and the process for reporting.

This Policy is not intended to replace procedures for responding to or reporting imminent danger to a child, an emergency or crime in progress. In the event of imminent danger to a child, an emergency or a crime in progress, you should contact Villanova’s Public Safety (610) 519-4444), or call the local police (911) if occurring off-campus, and then follow the procedures for reporting suspected child abuse in this Policy.

Villanova University is committed to the protection and safety of minors. In evaluating an incident of suspected abuse, the safety and welfare of the child is paramount. Any uncertainty about whether reporting is required should always be resolved in favor of making a report.

II. SCOPE

Who Must Report

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The following members of the Villanova community are mandated reporters in that they have a duty to report suspected child abuse, as outlined below:

- *Villanova employees* – All full, part-time and temporary faculty and staff who come into direct contact with a child as part of their employment with Villanova.
- *Villanova students and volunteers* – Those members of the community who accept responsibility for a child as an integral part of a program, activity or service sponsored by Villanova. This includes all Villanova students and volunteers, whether paid or unpaid, participating in service programs, athletic or other camp programs, outreach and enrichment programs, or other programs associated with Villanova that involve contact with children.
- *Clergy* - Priests and other spiritual leaders of a regularly established church or other religious organization.¹
- *Independent contractors* – Those individuals who provide services to the University relating to the care, supervision, guidance or control of a child and who have direct contact with a child in such role.

III. DEFINITIONS


Definition of Child Abuse²

The term "child abuse" means intentionally, knowingly or recklessly doing any of the following:

- (1) Causing bodily injury to a child through any recent act or failure to act.
- (2) Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- (3) Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
- (4) Causing sexual abuse or exploitation of a child through any act or failure to act.
- (5) Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- (6) Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- (7) Causing serious physical neglect of a child.

¹ Excluding confidential reports to a member of the clergy who has received the information in a manner protected by Pennsylvania law.

² 23 Pa. C.S. §6303(b.1)

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- (8) Engaging in any of the following recent acts:
- (i) Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - (ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - (iii) Forcefully shaking a child under one year of age.
 - (iv) Forcefully slapping or otherwise striking a child under one year of age.
 - (v) Interfering with the breathing of a child.
 - (vi) Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
 - (vii) Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
 - (A) Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
 - (B) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors.
 - (C) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).
- (9) Causing the death of the child through any act or failure to act.

IV. POLICY STATEMENT

What Must I Report

In general, reportable child abuse encompasses intentional or reckless actions or omissions that cause, or are reasonably likely to cause: bodily injury, death or serious mental injuries to a child; sexual abuse/sexual exploitation of a child; or serious physical neglect of a child. A “child” is any individual under 18 years of age, which may include certain Villanova students.

When, in connection with your work or volunteer service for Villanova, you reasonably suspect an act of child abuse, you must report it. You must report child abuse you actually know about, see or have a reasonable cause to suspect based on your own

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observations or knowledge, or based on information shared with you by the child or any other individual about an identifiable child.

V. PROCEDURE


How Do I Report

If you see, know of or suspect child abuse, you must act immediately by making a report to the appropriate state authorities. In deciding whether or not to report, you are not required to have proof that abuse has occurred. Any uncertainty in deciding to report suspected abuse should be resolved in favor of making a report.

To make a report, take the following steps:

First, immediately report the information to the Department of Human Services (“DHS”). As a mandated reporter you have the option of either reporting the information electronically at <https://www.compass.state.pa.us/cwis/public/home> or calling ChildLine toll-free at (800) 932-0313. When making a report electronically, print a copy of the completed report to submit to the institution as directed in the second step below. If an oral report is made to ChildLine, a written report must also be completed via the attached CY47 Report of Suspected Child Abuse form and sent to the county children and youth agency within 48 hours (for a directory of county and youth agencies in Pennsylvania please refer to <http://www.dhs.pa.gov/citizens/findfacilsandlocs/countychildrenandyouthdirectory/>). If a report is made electronically, a follow up written report is not required. For your report, you are not expected to investigate or gather any information you do not already know. The role of investigation lies with DHS and/or law enforcement.

Second, immediately after your first notification to DHS, you must report the suspected child abuse to Villanova’s Director of Public Safety and Chief of Police. Contact Information: Phone – (610) 519-6982; email – david.tedjeske@villanova.edu. If for some reason you are unable or prefer not to contact the Director of Public Safety and Chief of Police, contact the Executive Vice President. Contact information: (610) 519-4532; email – ken.valosky@villanova.edu. The President of the University has designated these officials to receive these reports on behalf of the institution. The designated official will then have the obligation to facilitate the cooperation of the institution with the investigation of the report and maintain records of all reports made. You must also send a copy of the reporting form you submit to DHS to the Director of Public Safety and Chief of Police or the Executive Vice President. The reporting form will either be a copy of the electronic submission, which is available on your Child Welfare Portal account, or a copy of the CY47 form.

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Third, if you are a University employee and also a certified medical professional or other licensed or certified professional with additional reporting obligations, you must comply with any concurrent obligation to directly report injuries caused by suspected child abuse to the local or state police.

Fourth, after you have finished making these reports, you are encouraged, but not required, to report the information to your immediate supervisor. For Athletics Staff, you are also encouraged to report the information to the Director of Athletics.

Non-Villanova Programs

If you reasonably suspect child abuse independent of your role at Villanova – such as, for example, your connection with a children’s local community organization -- you are encouraged to report such abuse as a private citizen to the Department of Human Services (800-932-0313). If someone makes a specific disclosure to you that an identifiable child is the victim of child abuse, or if someone who is 14 or older tells you that he or she has committed child abuse, independent of your role at Villanova, you must report such abuse to the Department of Human Services (“DHS”) ChildLine either electronically (mandated reporters only) at <https://www.compass.state.pa.us/cwis/public/home> or by calling toll-free (800) 932-0313.

Prohibition on Discrimination or Retaliation in Employment

Any person who makes a good faith report of child abuse may not be subjected to discharge from employment or employment discrimination or retaliation on the basis of such report.

Penalties for Failure to Report

Failure by any member of the Villanova community to report information related to suspected child abuse in accordance with this Policy will result in disciplinary action up to and including termination for employees and dismissal for students. Pennsylvania law also imposes criminal penalties for a willful failure to comply with these state-mandated reporting requirements.

VI. RELATED INFORMATION/FORMS

CY47 Report of Suspected Child Abuse form

VII. HISTORY

Effective: 3/18/2013

Revised: 11/17/2014; 03/24/2015; 04/04/2017

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VIII. RESPONSIBLE UNIVERSITY DIVISION/ DEPARTMENT

University Compliance Officer
University Compliance Office
800 Lancaster Avenue
204 Tolentine Hall
Villanova, PA 19085

IX. RESPONSIBLE ADMINISTRATIVE OVERSIGHT

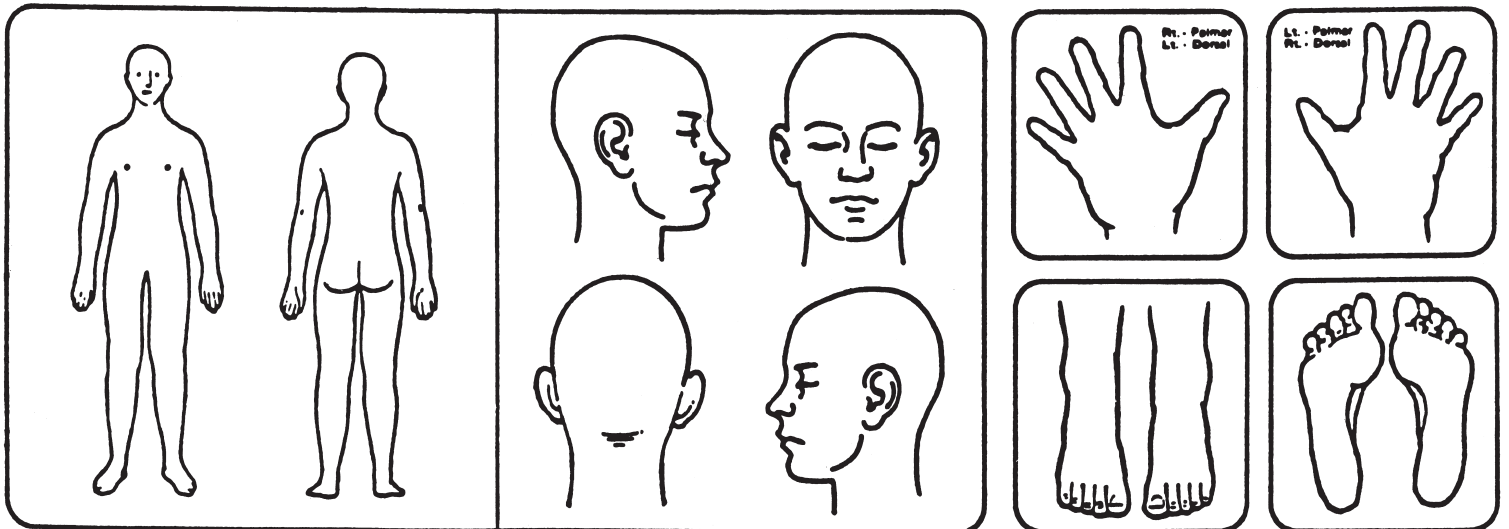
University Compliance Officer
University Compliance Office
800 Lancaster Avenue
204 Tolentine Hall
Villanova, PA 19085

REPORT OF SUSPECTED CHILD ABUSE

(CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)		SSN	BIRTHDATE	SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (State, City, State & ZIP Code)			COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.
ADDRESS (City, State & ZIP Code)			COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.
ADDRESS (City, State & ZIP Code)			COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
5. ALLEGED PERPETRATOR (Last, First, Initial)		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
NAME OF ALLEGED PERPETRATOR'S EMPLOYER AND EMPLOYER'S ADDRESS				
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names)		RELATIONSHIP TO CHILD	NAME (Last, First, Initial)	RELATIONSHIP TO CHILD
NAME (Last, First, Initial)				
A.			D.	
B.			E.	
C.			F.	
ADDRESS WHERE THE SUSPECTED ABUSE OCCURRED			COUNTY	
DESCRIBE THE NATURE AND EXTENT OF THE SUSPECTED CHILD ABUSE, INCLUDING ANY EVIDENCE OF PRIOR ABUSE TO THE CHILD OR ANY SIBLING OF THE CHILD. ALSO INCLUDE ANY EVIDENCE OF PRIOR ABUSE BY THE ALLEGED PERPETRATOR(S) TO OTHER CHILDREN. PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.			DATE OF INCIDENT	



7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY THE PERSON MAKING THE REPORT:

- NOTIFICATION OF CORONER OR MEDICAL EXAMINER X-RAYS PHOTOGRAPHS HOSPITALIZATION
 POLICE NOTIFIED MEDICAL TEST(S) TAKEN INTO PROTECTIVE CUSTODY OTHER (Specify) _____

8. SAFETY CONCERNS AND RISK FACTORS:

A. DESCRIBE THE CHILD(REN)'S PHYSICAL AND BEHAVIORAL HEALTH, GOOD MOOD AND TEMPERAMENT. DESCRIBE CHILD(REN)'S INTELLECTUAL FUNCTIONING, COMMUNICATION AND SOCIAL SKILLS, SCHOOL PERFORMANCE AND PEER RELATIONS. INCLUDE WHETHER THE CHILD(REN) HAS EXPRESSED ANY SUICIDAL/HOMICIDAL IDEATION OR PLANS. INFORMATION UNKNOWN

B. DESCRIBE HOW THE ADULT CAREGIVERS FUNCTION COGNITIVELY, EMOTIONALLY, BEHAVIORALLY, PHYSICALLY AND SOCIALLY. INCLUDE WHETHER THE ADULTS HAVE ANY MENTAL HEALTH, SUBSTANCE USE ISSUES AND/OR CRIMINAL HISTORY. DOCUMENT ANY PAST OR PRESENT DOMESTIC VIOLENCE. RECORD THE EMPLOYMENT STATUS/SOURCE OF INCOME AND WHETHER THERE ARE ANY FINANCIAL STRESSORS IN THE HOME. INCLUDE ANY SAFETY OR SANITARY CONCERNS REGARDING THE CONDITIONS OF THE HOME AND WHETHER THERE ARE WORKING UTILITIES. WHAT IS THE PRIMARY LANGUAGE OF THE HOUSEHOLD? INFORMATION UNKNOWN

C. DESCRIBE WHETHER THE CAREGIVERS HAVE THE APPROPRIATE KNOWLEDGE, EXPECTATIONS AND SKILLS TO PARENT THE CHILD(REN) ADEQUATELY. DOES THE CAREGIVER ADEQUATELY SUPERVISE THE CHILD(REN)? ARE THEY WILLING AND ABLE TO PROTECT THE CHILD(REN)? DESCRIBE THE ABILITY OF THE CAREGIVER TO EMPATHIZE, NURTURE AND ADVOCATE FOR THE CHILD(REN). INFORMATION UNKNOWN

D. DESCRIBE THE CAREGIVERS' APPROACH/METHODS OF DISCIPLINING THE CHILD(REN). DESCRIBE WHEN DISCIPLINE OCCURS AND WHETHER DISCIPLINARY METHODS ARE AGE-APPROPRIATE? ARE THERE ANY CULTURAL PRACTICES IN THE HOME THAT WOULD INFLUENCE THE DISCIPLINARY METHODS USED? INFORMATION UNKNOWN

E. PLEASE PROVIDE ANY ADDITIONAL INFORMATION RELEVANT TO THE INVESTIGATION PROCESS THAT HAS NOT ALREADY BEEN ENTERED IN THIS REFERRAL. THIS MAY INCLUDE ADDITIONAL ADDRESSES TO LOCATE THE CHILD OR PERPETRATOR, ADDITIONAL RESOURCES FOR THE CHILD, EMAIL ADDRESSES, INFORMATION ABOUT ANY WEAPONS IN THE HOME OR CONCERNS YOU MAY HAVE FOR THE CASEWORKER'S SAFETY. INFORMATION UNKNOWN

INSTRUCTIONS TO MANDATED PERSONS:

A mandated reporter making an oral report of suspected child abuse to the department via the Statewide toll-free telephone number (800-932-0313) must also make a written report, which may be submitted electronically, within 48 hours to the department or county agency assigned to the case by using this form. If needed, attach additional sheet(s) of paper to provide all of the requested information on this form.

NOTE:

If the child has been taken into custody, you must immediately contact the county children and youth agency where the abuse occurred.

REPORTING SOURCE:			
PRINTED NAME AND SIGNATURE:			DATE OF REPORT:
ADDRESS:			
TITLE OR RELATIONSHIP TO CHILD:	FACILITY OR ORGANIZATION:	TELEPHONE NUMBER:	EMAIL ADDRESS: